



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 1 Curricular Aspects

1.1 - Curricular Planning and Implementation

Metric No. 1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment.

Staff Meeting Minutes

Submitted to



National Assessment and Accreditation Council



THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

Staff Meeting Agenda and Minutes

Date: June 15, 2023

Time: 10:00 AM

Venue: Seminar Hall, The Cochin College

Agenda:

1. Review of Academic and Co-curricular Activities:

- Feedback on events conducted in the last academic year.
- Planning for the upcoming academic year.

2. Preparation for Admission Process:

- Discussion on admission criteria and procedures.
- Allocation of responsibilities for the admission process.

3. Infrastructure and Resource Upgradation:

- Proposal for laboratory and library enhancements.
- Digital infrastructure improvements for online learning.

4. Implementation of New Academic Programs:

- Introduction of new add-on courses.
- Discussion on curriculum development for new programs.

5. Faculty Development Programs:

- Planning for workshops and training sessions.
- Encouraging participation in MOOC courses.

6. Any Other Business:

- Open floor for suggestions and discussions.





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Minutes of the Staff Meeting

Date: June 15, 2023

Time: 10:00 AM

Venue: Seminar Hall, The Cochin College

Attendance:

- Principal: Dr. M. Geetha
- Faculty Members

Agenda Items Discussed:

1. Review of Academic and Co-curricular Activities:

- The Principal, Dr. M. Geetha, presented an overview of the events conducted in the last academic year. The feedback received from students and faculty was positive, with a focus on enhancing student participation in co-curricular activities.
- Plans for the upcoming academic year were discussed, including more interactive and student-centric programs.

2. Preparation for Admission Process:

- The admission criteria for the upcoming academic year were discussed, with emphasis on transparency and efficiency.
- Responsibilities for the admission process were allocated among faculty members, with specific roles assigned to ensure smooth coordination.

3. Infrastructure and Resource Upgradation:

- Proposals for laboratory and library enhancements were reviewed. The Science departments requested upgrades to laboratory equipment, while the Library proposed an increase in digital resources.
- The need for improved digital infrastructure to support online learning was also discussed. A plan was put in place to upgrade the college's internet bandwidth and procure new digital tools.

4. Implementation of New Academic Programs:

- The introduction of new add-on courses in AI and Robotics, Cyber Security, and Cloud Computing was approved. The IQAC will oversee the curriculum development.
- It was decided to form a committee to explore potential collaborations with industry experts for guest lectures and workshops in these new programs.

5. Faculty Development Programs:

- A schedule for upcoming workshops and training sessions was proposed, focusing on modern teaching methodologies and the use of technology in education.
- Faculty members were encouraged to enroll in MOOCs to enhance their skills and knowledge.

6. Any Other Matter:

- Suggestions were invited from the floor, with several faculty members proposing the introduction of student mentoring programs and enhanced faculty-student interaction sessions.





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Decisions Taken:

- The proposed upgrades to infrastructure and digital resources will be implemented over the next quarter.
- New academic programs and add-on courses will be introduced in the upcoming semester.
- Faculty development initiatives will be prioritized, with a detailed plan to be rolled out in July.

Adjournment:

- The meeting was adjourned at 12:30 PM

Dr. M. Geetha, Principal





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Agenda and Minutes of the Staff Meeting

Date: June 7, 2022

Time: 2:30 PM

Venue: Seminar hall, The Cochin College

Agenda Items Discussed:

1. **Celebration of Environment Day, International Yoga Day, and International Day for Conservation of Mangrove Ecosystem:**
 - The proposals submitted by various departments for the celebration of these events were approved.
 - Responsibilities were assigned to the NSS and Nature Club to organize and coordinate the activities.
2. **Conduct of Online Faculty Development Program (FDP):**
 - The proposed FDP in collaboration with UGC-MHRD and University of Kerala was discussed. It was decided that the FDP would be held in August 2022
 - Dr. Manjusha M. V. was nominated as the coordinator for the FDP.
3. **Starting New Add-on Programs:**
 - The introduction of new add-on courses in Cyber Security, Journalism, and Communication was approved.
 - Ms. Janu V. Kumar was nominated as the coordinator for these courses.
4. **Evaluation of Online Data Collection for AQAR:**
 - The online data collection process for AQAR was evaluated. The committee noted the challenges faced and discussed possible solutions for a smoother process in the future.
5. **Launching of Pirannal Pusthakam Scheme:**
 - The scheme was discussed, and it was decided to launch it on June 20, 2023.
 - The College Library was tasked with managing the scheme.

Decisions Taken:

- The proposed events for Environment Day, International Yoga Day, and International Day for Conservation of Mangrove Ecosystem were approved.
- The online FDP is scheduled for August 2022 with Dr. Manjusha M. V. as the coordinator.
- New add-on courses will be introduced in the upcoming academic year, with Ms. Janu V. Kumar as the course coordinator.
- The Pirannal Pusthakam Scheme will be launched in June itself

Adjournment:

- The meeting was adjourned at 3:30 PM

Dr. M. Geetha, Principal





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Agenda and Minutes of the Staff Meeting

Date: June 10, 2021

Time: 2.30 PM

Venue: Board Room, The Cochin College

Agenda Items Discussed:

1. Discussion about Conducting Classes Following COVID Protocol:

- The meeting began with a discussion on the need to adhere to COVID-19 protocols while conducting classes. The members emphasized the importance of maintaining safety measures, including social distancing, sanitization, and mask-wearing during physical classes.

2. Conduct of Online Faculty Development Program (FDP) in Collaboration with IIT Madras:

- The committee discussed the organization of an online FDP in collaboration with IIT Madras. Dr. Manjusha was nominated as the coordinator for the FDP, and Dr. Vineeth, Ms. Rekha, and Ms. Reethi were nominated as team members for the committee.

3. Conduct of Various Programs in Online Mode:

- It was decided that various programs, including those for International Yoga Day, World Food Safety Day, International Day against Drug Abuse, Kargil Day, and World Population Day, would be conducted online. The Library Committee's proposal for the Knowledge Enclave Webinar Series was also approved.

4. Purchase of G Suite for Education:

- A proposal to purchase G Suite for Education was discussed and agreed upon. The committee decided to submit the proposal to the college management for approval.

5. Evaluation of Online Data Collection for AQAR:

- The online data collection process for AQAR was evaluated. The committee decided to hold an online meeting of criteria heads and metric team members on June 13, 2021, to streamline the process and address any issues.

Decisions Taken:

- The proposal for the purchase of G Suite for Education will be submitted to the college management.
- Various online programs in connection with International Yoga Day, World Food Safety Day, International Day against Drug Abuse, Kargil Day, and World Population Day were approved.
- The Knowledge Enclave Webinar Series proposed by the Library Committee was approved.
- An online meeting of criteria heads and metric team members will be held on June 13, 2021.
- Dr. Manjusha was nominated as the coordinator of the FDP, and Dr. Vineeth, Ms. Rekha, and Ms. Reethi were nominated as team members for the committee.

Adjournment:

- The meeting was adjourned at 3:30 PM.

Dr. M. Geetha, Principal



Mrudula Menon V.
Mrudula Menon V.
Principal-in-Charge
The Cochin College